

October 5, 2005

**Dear Business Owner:**

JPL, in coordination with the National Aeronautics and Space Administration (NASA) and the U.S. Small Business Administration (SBA), is sponsoring its **18th Annual High-Tech Small Business Conference** on **Tuesday, March 7, and Wednesday, March 8, 2006**. The conference site is the **Westin Los Angeles Airport Hotel** located at 5400 West Century Blvd., Los Angeles, CA 90045.

The conference affords small businesses the opportunity to meet purchasing and technical representatives from major corporations and Federal Agencies (e.g., The Aerospace Corp., The Boeing Co., Lockheed Martin, Northrop Grumman, Raytheon Co., U.S. Dept. of Defense, U.S. Dept. of Transportation, the U.S. Veterans Administration, etc.) during the Marketplace Forum to discuss contract opportunities. Attendees can expect to improve their knowledge and skills in competing in the federal and state government and prime contractor marketplace, and also take advantage of several "How To" workshops.

JPL has successfully coordinated this event for the past 17 years with an average attendance of 1,200 participants, 300 of which are representatives from the prime contractor/government agency arena and 900 are small business owners.

The registration fee is **\$125 per person** and includes two continental breakfasts, two lunches, networking receptions, and program materials. Room rates are \$100 single/double occupancy. Parking fees at the Westin are \$6.00 for self-parking and \$18 valet. In-and-out privileges are for overnight hotel guests only.

If your company is serious about attending, please fill in the attached form below and return it no later than **November 16, 2005**. We will mail you an invitation containing registration information, a listing of last year's marketplace participants, and a tentative agenda.

**DO NOT SEND PAYMENT AT THIS TIME!** For more information, visit us at: <http://acquisition.jpl.nasa.gov/boo>

For general information, call our office at (818) 354-8689/7532/6093 or (818) 393-5441. Our office fax number is (818) 393-1746.

JPL welcomes your participation and looks forward to seeing you!

Sincerely,

Jasmine Colbert  
JPL Business Opportunities Office  
[Jasmine.N.Colbert@jpl.nasa.gov](mailto:Jasmine.N.Colbert@jpl.nasa.gov)

----- DETACH HERE -----

Yes, I'm interested in attending! Please send me an invitation. **I WILL NOT SEND PAYMENT AT THIS TIME!!!**

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Attendee's Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Company Status:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Small Business               | <input type="checkbox"/> Certified Small Minority Business | <input type="checkbox"/> Small Woman-Owned Business                    |
| <input type="checkbox"/> Veteran-Owned Small Business | <input type="checkbox"/> HUBZone Small Business            | <input type="checkbox"/> Service Disabled Veteran-Owned Small Business |

Please describe your company's capabilities (20 words or less):

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**IMPORTANT!** To ensure that your request reaches our office promptly, please forward to the following address:

**JPL**  
**Business Opportunities Office**  
**Attn: High-Tech Conference 2006**  
**4800 Oak Grove Drive, M/S 190-205**  
**Pasadena, CA 91109-8099**